



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 09–18, Diplomatic Post Office (DPO) Address

Date: August 6, 2009

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to inform users that the National Finance Center (NFC) has updated the Table Management System (TMGT), Table 16, as a result of the addition of the new Diplomatic Post Office (DPO), implemented by the United States Postal Service, effective January 18, 2009. The DPO mailing process was requested by the Department of State to aid in distinguishing diplomatic overseas mail from military Army/Air Force Post Office (APO) or Fleet Post Office (FPO) mail.

When completing a non–military employee’s address for overseas personnel at American embassies and consulates, the **last line** address information must contain the mailing designation as DPO, one of the appropriate two letter state abbreviations listed below and the Zip+4 or 5-digit Zip Code.

- AA, which stands for Armed Forces (the) Americas
- AE, which stands for Armed Forces of Europe, the Middle East, Africa, and Canada
- AP, which stands for Armed Forces of Pacific

Note: APO and/or FPO overseas military mail will continue to follow current regulations, i.e., the last line address information must contain either the APO or FPO mailing designation along with a two–character “state” abbreviation and the Zip+4 or 5-digit Zip Code.

Once this information is obtained from the employee, it is the agency’s responsibility to enter the address using the correct city and state codes established in TMGT. The city code for an APO address is 0001, for an FPO address is 0002, and for an DPO address is 0003. The state code for AA is 91, for AE is 92, and for AP is 93.

For questions about processing payroll documents, please contact the Payroll/Personnel Call Center at **504–255–4630** or the *EmpowHR* Help Desk at **1–888–367–6955**

JOHN S. WHITE, Acting Director  
Government Employees Services Division